



PAYMENT POLICY

When registering with our setting, you are required completed our registration/booking forms and to pay a deposit payment. Term time only.

Before & After school care – £20, this will be deducted from your first bill.

Holiday club - £35, This will be deducted from your first bill.

Before & Afterschool club - Once you have completed the registration/booking forms and your deposit has been paid and you withdraw your application before the child's / children's start date £10 will be reimbursed.

Holiday Club - Once you have completed the registration/booking forms and your deposit has been paid and you withdraw your application before the child's / children's first date selected £15 will be reimbursed.

Invoices – At the start of each month you will be invoiced according to the weekly days / packages you've selected, Payments are to be paid by the deadline stated on the invoice, this can be paid via the electronic link, through your childcare vouchers or Cash. Please inform us of your way of pay. Any additional days required each month will be charged at the normal session rates.

Holiday / Sickness – There are no refund for missed days, sick days, or holidays. We are open for 47 weeks in the year. During all holidays where the children are not in school there is a chargeable payment of £5 per week unless you require holiday club. We do close for two weeks in the summer and Christmas (we will inform of the weeks we are closed).

Late Payments - If monthly payment isn't made within 5 days of the invoices due date, a Text message / Phone call reminder will be given and an additional charge of £50 will be added to your outstanding Bill.

If this payment still isn't paid within 5 days of the Text message / phone call reminder you will receive a letter reminder informing you of your outstanding bill / extra charges and an additional charge of £50 will be added to your outstanding bill. Totalling to £100 late fee over 10 days.

If your outstanding bill has not been paid within 5 days of receiving the set letter, your child / children placement will be terminated, and your outstanding balance will be referred to a debt collection agency.

If for any reason you are struggling with payments, please speak to member of management to arrange a payment plan before the 5th day of outstanding bill. Only once this matter has been made aware the charges above will be voided.

This Policy Was Adapted:

Signature: